

**PROVINCIAL ADMINISTRATION: KWAZULU NATAL**  
**DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS**  
*The department is an equal opportunity, affirmative action employer and is committed to empowering disabled people*

- APPLICATIONS** : The Chief Director: Human Resource Management and Development, Department of Co-operative Governance and Traditional Affairs, Private Bag X9078, Pietermaritzburg, 3200 or hand delivered to: 330 Langalibalele Street, Pietermaritzburg
- FOR ATTENTION** : Mr LA Nyilenda
- CLOSING DATE** : 24 November 2017 (Applications received after this date will not be accepted).
- NOTE** : Applications must be submitted on the Application for Employment Form (Z83) available from any Public Services Department and should be accompanied by a comprehensive CV together with certified copies of qualifications, driver's license and ID. Applicants who possess a qualification which was obtained from a non-South African University must produce SAQA evaluations when submitting their applications. Failure to comply with any instruction will disqualify candidates. Appointment is subject to a positive outcome obtained from the NIA to the following checks (Security Clearance, Qualification verification, criminal records, credit records and previous employment). Faxed or late applications will not be accepted. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and the technical exercise, the selection committee will recommend the candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Should candidates not receive any response from us within three months of the closing date, please accept that your application was unsuccessful.

**MANAGEMENT ECHELON**

- POST 46/395** : **DIRECTOR: CAPACITY BUILDING: REFERENCE: 1/ 2017 (CB)**  
Capacity Operations and Implementation
- SALARY CENTRE REQUIREMENTS** : R948 174. Per Annum (All Inclusive Senior Management Service Package)  
Pietermaritzburg
- REQUIREMENTS** : The ideal candidate must be in a possession of a relevant Bachelor's Degree /NQF 7 level coupled with 5 years' experience at middle/senior managerial level in public and or municipal sector. The successful candidate must have: Sound knowledge and understanding of relevant legislations & policies , Knowledge of project management , Knowledge of the functioning of Local government , Strategic planning and problem solving skills , Knowledge of financial management , Team development, problem solving and decision making skills , Good communication skills (verbal & written) , Computer literacy in MS Office , A valid driver's license.
- DUTIES** : The successful candidate will be required to manage and implement rollout of capacity building programme with the following key responsibilities: Monitor the impact of training programmes implemented, Manage and assess the impact of the performance of external capacity resources in the province, municipalities and traditional institution, Manage and monitor learnership programmes, Coordinate capacity building programmes for the department, Manage the resources of the Directorate
- ENQUIRIES** : Ms H Khunoethe Tel no: (033) 355 6325
- POST 46/396** : **DIRECTOR: DISASTER MANAGEMENT OPERATIONS REFERENCE: 1/ 2017 (DM)**  
Directorate: Disaster Management Operations
- SALARY** : R948 174. Per Annum (All Inclusive Senior Management Service Package)

- CENTRE REQUIREMENTS** : Pietermaritzburg  
 : The ideal candidate must be in a possession of appropriate Bachelor's Degree /NQF level 7 coupled with 5 years' experience at middle/senior managerial level in public and or municipal sector. The successful candidate must have: -Sound knowledge of relevant legislations & policies, Knowledge in terms of interpretation of relevant and related legislations, Knowledge of service delivery policy, Knowledge of structure & functioning of Government, Awareness and understanding of cultural climate within the Public Service , Awareness & understanding of service delivery environment, Knowledge of project management, Team development and problem solving skills, Decision making and public participation skills, Good communication skills (verbal & written), Computer literacy in MS office, A valid driver's license.
- DUTIES** : The successful candidate will be required to facilitate disaster management interventions & support at provincial and municipal levels with the following key responsibilities: - Facilitate disaster management awareness, preparedness and capacity building, Facilitate volunteerism at all spheres of government, Facilitate disaster management emergency responses, Establish and maintain communication links between all spheres of government, manage the resources of the unit.
- ENQUIRIES** : Mr J Ndlazi Tel no: (033) 846 9003

#### **OTHER POSTS**

- POST 46/397** : **DEPUTY DIRECTOR: CAPACITY OPERATIONS AND IMPLEMENTATION REF: 2/2017 (CD)**  
 Business Unit: Capacity Operations and Implementation

- SALARY CENTRE REQUIREMENTS** : R779 295. Per Annum (All Inclusive Middle Management Service Package)  
 : Pietermaritzburg  
 : The ideal candidate must be in a possession of appropriate Bachelor's Degree/National Diploma or equivalent qualification coupled with 3- 5 years relevant management experience. The successful candidate must have:- Knowledge of planning and team development , Knowledge of decision making and problem solving , Good planning and team development skills , Decision making and problem solving skills, Good communication skills (verbal & written), Computer literacy in MS Office, A valid drivers license.
- DUTIES** : The successful candidate will be required to develop and maintain capacity building Systems with the following key responsibilities:-Implement and assess the impact of the performance of external capacity resources on the Province, Municipalities and Traditional Institutions , Monitor the learnership programmes, Assess and monitor the impact of training programmes implemented, Compile capacity status reports, Coordinate capacity building programmes in various districts assigned.
- ENQUIRIES** : Ms H Khunoethe Tel no: (033) 355 6325

- POST 46/398** : **DEPUTY DIRECTOR: DISASTER MANAGEMENT IMPLEMENTATION (3 POSTS) REFERENCE: 2/2017 (DM)**  
 Directorate: Disaster Management Operations

- SALARY CENTRE REQUIREMENTS** : R779 295. Per Annum (All Inclusive Middle Management Service Package)  
 : Pietermaritzburg  
 : The ideal candidate must be in a possession of a relevant Bachelor's Degree/National Diploma / NQF level 6 or equivalent qualification coupled with 3 - 5 years junior management experience in public service and / or Local Government. The successful candidate must have: Knowledge of interpretation of relevant legislation, Knowledge of formulation of policies, Knowledge of financial management, Good planning, problem solving and project management skills, Good communication skills (verbal & written), Computer literacy in MS Office, A valid driver's license.
- DUTIES** : The successful candidate will be required to support, co-ordinate and manage municipal disaster management policy frameworks, plans, interventions and responses at departmental regional levels with the following key responsibilities:-

Facilitate the development of municipal disaster management policy frameworks, Facilitate the development of municipal disaster management capacity, Support municipal community awareness and volunteer campaigns, Support municipal disaster management monitoring and evaluation, Support municipal disaster management preparedness and responses, Management of resources.

**ENQUIRIES** : Mr J Ndlazi Tel no: (033) 846 9003

**POST 46/399** : **DEPUTY DIRECTOR: DISASTER MANAGEMENT CENTRE REFERENCE: 3/2017 (DM)**

Directorate: Disaster Management Operations

**SALARY** : R657 558.Per Annum (All Inclusive Middle Management Service Package)

**CENTRE** : Pietermaritzburg

**REQUIREMENTS** : The ideal candidate must be in a possession of a relevant Bachelor's Degree/National Diploma / NQF level 6 or equivalent qualification coupled with 3 years junior management experience in public service and / or Local Government.The successful candidate must have: Sound knowledge of relevant legislations & policies , Knowledge of interpretation of relevant and related legislations, Knowledge of service delivery policy , Knowledge of Structure & functioning of Government, Knowledge of project management, Team development and problem solving skills, Decision making and public participation skills, Good communication skills (verbal & written), computer literacy in MS Office , A valid driver's license.

**DUTIES** : The successful candidate will be required to ensure that the Provincial Disaster Management Centre operates in an effective and coordinated fashion with the following key responsibilities:-Provide administrative and logistical support to the Business Unit, Operate the Disaster Management: Management Information System, Compile incident reports, Disseminate early warnings to appropriate disaster management practitioners, Support regional implementation teams

**ENQUIRIES** : Mr J Ndlazi Tel no: (033) 846 9003

**POST 46/400** : **ASSISTANT DIRECTOR: WATER AND SANITATION**

Business Unit: Municipal Infrastructure Development

**SALARY** : R343 545.

**CENTRE** : Pietermaritzburg

**REQUIREMENTS** : The ideal candidate must be in a possession of a Bachelor's Degree/ National Diploma or equivalent tertiary qualification in the field of Public Management coupled with 3 years relevant experience in public sector, as well as stakeholder management experience. The successful candidate must have: Knowledge of structure & functioning of government, Knowledge of administration, knowledge of service delivery policy, Leadership, supervisory and team development skills, Decision making and problem solving skills, Good communication skills (verbal & written), Ccomputer literacy in MS office, A valid code 8 drivers license.

**DUTIES** : The successful candidate will be required to support facilitation of municipal basic service delivery with the following key responsibilities, Assist in the establishment of forums for co-ordination of water delivery, Render support in the provision of Free Basic Water and Sanitation, Assist in research and development of water and sanitation strategies, new and alternative technology , Support facilitation of water and sanitation service provider agreements, Facilitate monitoring and evaluate provision of Free Basic Water and Sanitation, Facilitate implementation of municipal capacity building programmes, Manage resources of the component.

**ENQUIRIES** : Mr A Evetts Tel no: (033) 355 6170

#### **DEPARTMENT OF HEALTH**

**APPLICATIONS** : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058

**CLOSING DATE** : 24 November 2017

**NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website

[www.kznhealth.gov.za](http://www.kznhealth.gov.za). Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

#### MANAGEMENT ECHELON

- POST 46/401** : **MEDICAL SPECIALIST x 2 REF: Medspecrheum/1/2017**  
Department: Rheumatology
- SALARY** : **GRADE 1:** R991 857 per annum.(all inclusive Salary package) excluding commuted overtime. No experience required. The appointment to Grade I requires appropriate qualification plus registration with the Health Professions Council of South Africa as a Specialist Physician. Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions Council of South Africa  
**GRADE II:** R1 134 069 p.a. (all inclusive salary package) excluding commuted overtime Requires appropriate qualification, registration certificate plus 5 years experience after registration with the Health Professions Council of South Africa as Specialist Physician  
The appointment to **GRADE 3** R 1 316 136 per .annum (all inclusive salary package) excluding commuted overtime requires appropriate qualification, registration certificate plus 10 years experience after registration with the Health Professions Council of South Africa as a Specialist Physician
- CENTRE REQUIREMENTS** : Inkosi Albert Luthuli Central Hospital  
: MBCHB or equivalent qualification and Current registration as a Specialist Physician with the Health Professions Council of South Africa. FCP (SA) and Cert Rheum.
- DUTIES** : To efficiently execute duties which support the aims and objectives of Department of Rheumatology. To participate and contribute to the education, training, research, quality assurance and outreach activities of the Department of Rheumatology. To provide specialist care for in-patients and outpatients in the Department of Rheumatology. To supervise the training of medical students, registrars in Internal Medicine and sub-speciality trainees in Rheumatology. To participate in the undergraduate and postgraduate training program in the Department of Internal Medicine To participate in the administrative responsibilities of the Department of Rheumatology. Must participate in the research activities of the department and register for a Masters / Doctoral degree as appropriate. The incumbent is expected to perform after hours calls and relief duties and be part of multi-disciplinary team when necessary
- ENQUIRIES** : Prof GM Mody – 031 260 4284

#### OTHER POSTS

- POST 46/402** : **OPERATIONAL MANAGER NURSING: SPECIALITY NURSING STREAM PN-B3 PAEDIATRIC BURNS REFERENCE: OPMAN (Spec Nurs)- Paeds Burns/1/2017**
- SALARY** : R499 953 per annum plus 13<sup>th</sup> cheque, Housing Allowance: Employee must meet prescribed requirements. Medical Aid: optional

<b><u>CENTRE</u></b>	:	Inkosi Albert Luthuli Central Hospital (IALCH)
<b><u>REQUIREMENTS</u></b>	:	Degree/Diploma in General nursing plus 1 year post basic qualification Child Nursing Science / Paediatric Nursing Science ) Current registration with SANC as General Nurse and in required field as indicated above. A minimum of 9 years appropriate recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing is required. At least 5 years of this period must be appropriate/recognisable experience in the Paediatric speciality after obtaining the 1-year post- basic qualification Knowledge, Skills, Training and Competencies Required: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with patients, supervisors and other members of the multi-disciplinary team including the writing of reports when required. Good human relations displaying a concern for patients, promoting and advocating proper treatment and care including a willingness and awareness to respond to patient's needs and expectations (Batho Pele and Patients' Rights charter). Demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to plan and organise own work, time and that of support personnel to ensure proper nursing care in the unit.
<b><u>DUTIES</u></b>	:	Work as part of a multi-disciplinary team to ensure quality health outcomes. Ensures cost -effective, equitable and efficient utilization of human and material resources. Perform a quality comprehensive clinical nursing practice in accordance with the scope of practice and nursing standards determined by Office of Health Standards Compliance and IALCH. Ensure compliance to professional and ethical practice. Work effectively and amicably at supervisory level with persons of diverse intellectual, cultural, racial or religious differences. Ensure and facilitate implementation of healthcare standards as guided by the National Core Standard. Participates and facilitates implementation of priority programs of health department. Facilitates and supports continuous professional development and research within the unit.
<b><u>ENQUIRIES</u></b>	:	Miss NO Mkhize Tel No: (031) 240 1063
<b><u>APPLICATIONS</u></b>	:	All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.
<b><u>CLOSING DATE</u></b>	:	24 November 2017
<b><u>POST 46/403</u></b>	:	<b><u>CHIEF RADIOGRAPHER (GRADE 1) (DIAGNOSTIC) X1 POST REF NO: Chiefraddiaq/2/2017</u></b>
<b><u>SALARY</u></b>	:	R414 069 Plus 13th Cheque, Medical Aid- Optional and Housing Allowance-Employee must meet prescribed requirement
<b><u>CENTRE</u></b>	:	IALCH
<b><u>REQUIREMENTS</u></b>	:	An appropriate three year National Diploma/Degree in Diagnostic Radiography. Current registration with the Health Professions Council of South Africa as a Diagnostic Radiographer. (Independent practice) A minimum of three (3) years current and appropriate experience in Diagnostic Radiography (independent practice) after registration with the HPCSA as a Diagnostic Radiographer. The said three (3) years appropriate experience in Diagnostic Radiography (independent practice) after Registration with the HPCSA as a Diagnostic Radiographer, must be current. Recommendations Experience in a radiology department of a government central level health institution that is completely digital is preferred. Advanced CT and Angiography experience eg. CT angiography & DSA will be an added advantage. Knowledge, Skills Training and Competencies Required: Working knowledge and experience of radiography principals, systems and procedures performed within radiology. Sound supervisory skills. Sound knowledge of radiation safety regulations Sound knowledge of diagnostic radiography equipment and protocols. Working knowledge and experience of HIS, RIS and PACS systems. Working knowledge and experience of complete digital radiology workflows. Ability to train Junior radiography staff. Knowledge of relevant public service policies, acts and regulations. Knowledge of HR related policies and procedures. Knowledge of EPMDS. Knowledge and experience of quality

assurance policies. Human resource management skills. Good verbal and written communication skills. Sound interpersonal skills Good report writing skills

**DUTIES** : Assist with the radiation protection and quality assurance program, in a completely digital radiology and central hospital environment, ensuring that safety protocols and quality standards in compliance with the Department Of Health policies and procedures are adhered too. Provide clinical radiographic services in a completely digital radiology and central hospital environment, by the implementation of departmental policies & procedures, performance of imaging examinations, supervision of junior staff, whilst adhering to radiography protocols, practices, and techniques. Perform all delegated departmental tasks with limited supervision, and having the ability to deal with crisis situations independently. Perform overtime duties as required.

**ENQUIRIES APPLICATIONS** : MS BV Mfeka Tel No: 031 2401950  
: All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.

**CLOSING DATE** : 24 November 2017

**POST 46/404** : **CLINICAL PROGRAMME CO-ORDINATOR: CASE MANAGER -GRADE 1: REF NO: HRM 47/2017 – 01 POST**  
Directorate: Finance  
(Persons with disabilities and African females are encouraged to apply)

**SALARY CENTRE REQUIREMENTS** : GR 1: R394 665. – R444 195. per annum  
: King Edward VIII Hospital (KEH)  
: Degree or National Diploma in Nursing, 3-5 years experience in nursing, healthcare and therapy, registration with SANC Knowledge, Skills, Training and Competencies Required: Nursing care, hospital generic and specific departmental policies, validating information, planning and organizing skills, communication skills, report writing skills

**DUTIES** : Key Performance Areas: Effective management of bed occupancies and implementation of centralized bed management and discharge plans, maintain centralized Hospital bed management and discharge plans that provide information about the availability of beds and render regular and updated Hospital bed status for informed admission and discharge decisions, monitor length of stay of patients and follow up reasons for prolonged stay where applicable, to ensure that policies of patients external funders are observed as far as possible for maximum reimbursement of services rendered to the respective funded patients, support Revenue generation through allocation of accurate ICD 10 coding on patients charts and through liaising with doctors where necessary with regards to analysis of clinical procedures performed to the patient for maximum billing of all and including externally funded patients, serve as a conduit for all Doctors in booking and rescheduling patients for admission, manage accounts for outsourced Patient care services, eg. Home oxygen supplier, ICU buyouts when applicable etc., work in close relationship with the Service provider for patient information system, to maintain necessary confidentiality in patient information and information requirements by funders responsible for paying patient fees, complete and enhance the outputs of the Health Information system by verifying wards statistics with electronic reports for admission and discharges, any relevant activity that links Patient care activities and Revenue collection activities that require clinical analysis and classification that cut across Revenue enhancement and quality patient care

**ENQUIRIES APPLICATIONS** : Ms. N. Ncume Tel No: 031 3603000  
: All applications must be addressed to the Human Resources Manager, and should be placed in the red application box situated next to the ATM in the Admin. building or posted to Private Bag X02, Congella, 4013.

**CLOSING DATE** : 30 November 2017